

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: August 22, 2023

REQUESTED ACTION: Request approval of a Memorandum of Understanding (MOU) detailing terms and conditions for a retention incentive for the Sheriff's Office Support Guild (Guild).

_____ Consent X Hearing _____ County Manager

BACKGROUND

On June 7, 2022 and October 18, 2022, the Council approved the allocation of \$3.3M American Rescue Plan Fund (Fund 1041) to provide a retention incentive by offering a one-time \$2,000 incentive to all Clark County employees with specified terms and conditions.

Clark County has negotiated in good faith with the Sheriff's Office Support Guild and request approval for the following:

- Guild members will receive \$2,000 retention incentive.
- If the Guild member voluntarily leaves employment between the date receiving the retention incentive and February 28, 2024, the retention incentive will be deducted from their final paycheck.
- Guild members have an option to opt out of the retention incentive.
- Guild members who involuntarily or medically separate from employment will not be required to reimburse the County for any retention incentive received.

All the terms and conditions of the MOU are in accordance with the Council's parameters.

COUNCIL POLICY IMPLICATIONS

ADMINISTRATIVE POLICY IMPLICATIONS

COMMUNITY OUTREACH

BUDGET IMPLICATIONS

YES	NO	
		Operating Budget Impacts
		Capital Budget Impacts
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager.

	Additional budget capacity is necessary and will be requested at the next supplemental or annual budget. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager. This action will be referred to the county council with a recommendation from the county manager.
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BUDGET DETAILS

Dollar Amount	
Fund	
Cost Center	
BASUB	
Program	

Emily M. Zwetzig, Budget Director

DISTRIBUTION:

Council staff will post all Consent/Separate Business/Hearing staff reports to The Web.
<https://www.clark.wa.gov/council-meetings>

Kathleen Otto

Kathleen Otto
County Manager

APPROVED: 

CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: Aug. 22, 2023
SR# 168-23



APPROVED: _____

Kathleen Otto, County Manager

DATE: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN CLARK COUNTY, WASHINGTON
AND
CLARK COUNTY SHERIFF'S OFFICE SUPPORT GUILD**

This Memorandum of Understanding (MOU) between Clark County (County) and Clark County Sheriff's Office Support Guild (Guild) in regards to a retention incentive.

RECITALS

- A. The County and the Guild have an established Collective Bargaining Agreement (Agreement).
- B. Article 11 of the Agreement provides details for compensation.
- C. The County and the Guild understand the importance of retaining current staff.
- D. The County and the Guild have met and come to an agreement.

AGREEMENT

The parties agree as follows:

- 1. Guild members hired before June 1, 2022, and currently holds a position within the Guild, shall be eligible to receive a two thousand dollars (\$2000) retention incentive.
- 2. The two thousand dollars (\$2000) shall be applied during the next full pay period upon ratification of this MOU.
- 3. If the Guild member voluntarily leaves employment with the County between the date on which the two thousand dollars (\$2000) retention incentive was paid and February 28, 2024 (or their last scheduled day prior to February 28, 2024), the two thousand dollars (\$2000) will be deducted from the Guild employee's final paycheck (or penultimate paycheck) upon separation of employment.
- 4. Guild members will have the option to opt out of the retention incentive.
- 5. Guild members who are involuntarily or medically separated from employment with the County will not be required to reimburse the County for any retention incentive received.

For the County:

For the Guild:

Kathleen Otto

Karen Kessel